

INSTRUCTIONS FOR FORM F-65(KY-5) UNIFORM FINANCIAL INFORMATION REPORT

These instructions will clarify and explain the information requested on the report and provide uniform definitions for the categories of information required in the report. If you have any questions regarding where to place information in the report please contact Mr. Dan Yeast, or Mr. Glenn Oldham. You may call them at 1-800-346-5606 or reach them via email at dan.yeast@mail.state.ky.us, or glenn.oldham@mail.state.ky.us. The report is to be prepared on a July 1 to June 30 fiscal year as required by the Constitution and statutes of the Commonwealth, however, the tax rates in Part I are to be reported as set for a calendar year. The assessment is a calendar year assessment and the rates set are for a calendar year, however, the revenue produced is to be reported on a fiscal year basis. For example the 2002-2003 report covers the period for July 1, 2002 through June 30, 2003. The property tax rate for this report is the tax rate set in for calendar 2002. This same procedure is to be utilized for motor vehicle taxes.

Part II

Section 1, Taxes – Report taxes to the fund into which they are deposited; transfers of money between funds are to be reported in Sections 9 and 10. If you collect taxes other than a property tax (i.e. payroll) please report these on line 1e.

Section 2, Permits and Licenses – Examples of what to report on this line are plumbing permits, building and other inspection fees, dump and haul fees, etc.

Section 3, Intergovernmental Revenue – These are funds acquired by the district from other units of government, the categories are self-explanatory, please report the revenues accordingly.

Section 4, Service Charges

4a. Service charges are those fees charged for usage of equipment, supplies, materials, etc. (i.e., oxygen, bandages, fire runs, etc.).

4b. User fees are those fees charged for using something such as a park admission fee, library book fees, etc.

4c. Special assessments, etc. are generally property assessments, etc. charged for the provision of something such as sewer lines, etc. The rest of the categories thru 5f are reasonably self-explanatory. However, report any funds received from another government as intergovernmental transfers even when they are reimbursed funds.

Section 6, Proceeds from Borrowed Money – This is the proceeds from borrowed money, report multi-year debt in the debt service fund column.

Section 7, Unrestricted Cash and Investments – These are year-end fund balances that are not restricted by debt retirement requirements (i.e., Sinking funds, etc.), or restricted by their source such as endowments, restricted use intergovernmental grants, etc.

Section 8, Restricted Cash and Investments – These are year-end fund balances that are restricted use such as sinking fund balances, grant fund balances, endowments, etc.

Sections 9 and 10 are total transfers to and from other funds.

Part III – Expenditures

Section 1, Salaries and Fringe Benefits are reasonably self-explanatory.

Section 2, Contracted Services

2a. Advertising and printing are self explanatory.

2b. Professional services are those services of a licensed professional, such as attorney, physician, psychiatrist, psychologist, certified public accountant, etc. (see KRS 45A.380(3)).

2c through 2g are self-explanatory.

Section 3, Materials and Supplies

3a. Supplies are items that are generally not inventories and have a relatively low value. Items for resale and perishable items are supplies.

3b. Materials are items that have a value in excess of a set amount that would require them to be inventoried. Some examples would be tools, office furniture, etc. Usually, items with a value in excess of \$100.

Sections 4, 5, and 6 are reasonably self-explanatory.